


AREA MANAGEMENT EVALUATION**EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Truckee	Valley	222
EVALUATED BY		DATE
Sergeant Steve Bryan 10527		10/21/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 11-20-09
BY _____		EVALUATED Yes	ACTION REQUIRED No
1. SUPPORT AND AWARENESS		CORRECTED	

- a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program?

☒ Yes ☐ No

- (1) Does the commander support and encourage EEO?

☒ Yes ☐ No

- (a) Are managers and supervisors familiar with the program?

☒ Yes ☐ No

- (b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs?

☒ Yes ☐ No

- (2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)?

☒ Yes ☐ No

- (3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented?

☒ Yes ☐ No

2. HIRING / PROMOTION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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- a. Are hiring/promotion practices consistent with EEO objectives and philosophies?

☒ Yes ☐ No

- (1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce?

☒ Yes ☐ No

- (2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group?

☒ Yes ☐ No

- (a) Were all three ranks on the certification list canvassed?

☒ Yes ☐ No

- (b) Were Job Opportunity Bulletins sent to all state agencies?

☒ Yes ☐ No

- (3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees?

(1)-OSSI-Female White, (7)-PSDI, 2-Males 5-Females 1-African

American, (1) PSDII Female White, (1) A/T II Male White, OAI Female White. The Truckee Area has no disabled employees.

- (a) Is the profile balanced based upon relevant labor force parity figures?

☒ Yes ☐ No

- (b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)?

☒ Yes ☐ No

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3. HIRING OPTIONS	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Certification list.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Lateral transfer between classifications.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Training and Development (T&D) Assignment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Temporary Authorization (TAU) Appointment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Temporary downgrade.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Were options explored to attract and hire females into nontraditional classifications?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. UPWARD MOBILITY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Do supervisors encourage employees to investigate upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are employees informed of the opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is compliance with program eligibility for continuation assured?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have employees' potential for a new or higher level assignment been evaluated?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Field and headquarters temporary assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Specialized training classes.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Special projects in Area/Division.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Special duty assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Advanced Academy training.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the commander ensure eligible employees are kept appraised of upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the commander aware of the upward mobility interests of the nonuniformed staff?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Has the commander shown his/her support for upward mobility efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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5. RECRUITMENT	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Are recruitment efforts active and ongoing?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has Area contributed to Division's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Does the Area contribute resource information such as community and media contacts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?			Recruitment Booths, Career Days at the local High Schools and Colleges, Fairs and Community involvement in social events.
(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. BILINGUAL SERVICES PROGRAM	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are bilingual services positions deployed appropriately?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What criteria is used to determine deployment of bilingual services positions?			The Truckee Area has 2 predominate areas of bilingual need. The officers are assigned to a beat and dispatched as needed to locations where services are needed.
c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are copies retained at the Area?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
d. If/when required, have position audits been conducted in accordance with departmental policy?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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7. PERSONS WITH DISABILITIES PROGRAM	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Reasonable Accommodation			
(a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
1. What efforts were made to provide reasonable accommodation? Key boards and ergonomic chairs.			
(2) Advisory Committee for Persons with Disabilities (ACPD)			
(a) Are ACPD minutes reviewed by the Area management team?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(b) Are ACPD minutes distributed or made available to all employees?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
8. DISCRIMINATION	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Familiarity and Support			
(a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Work Environment			
(a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	